

Mechanical Engineering Department Classroom Policies

Attendance:

1. Attendance will be taken every time the class meets. Any student arriving to class **5 minutes** after the class has started will not be allowed in class. Students will be allowed a **maximum** of 5 absences for the whole semester for classes meeting three times a week, 3 absences for classes meeting twice a week, and 2 absences for classes meeting once a week. A **point** will be deducted from the total (100%) for each **unexcused** absence exceeding the maximum allowable.
2. Students **will not** be permitted to leave the classroom during lectures and exams except for **extreme emergencies**.

Homework and Exams:

1. **Absolutely** no assignments will be accepted late.
2. Make-ups for in-class exams for **extreme emergencies** will be scheduled at the end of the semester.

Plagiarism:

Any instance of cheating or plagiarism will result in **loss of credit** for the work, and will be reported to the Chair of the ME Department and/or the Dean of Students for appropriate action which may include **loss of credit** for the course or **dismissal** from the University.

Drop Policy:

Students can withdraw from a course through the *Office of the Registrar* on or prior to:

- January 30th, 2013, Wednesday: Twelfth class day (Census date), courses dropped by this date do not count toward six course drop limit.
- February 12th, 2013, Tuesday: Last day to change course to non-credit.
- April 24th, 2013, Wednesday: Last day to drop courses or withdraw from the University with a grade of “DR” or “W” recorded. After this date, student remains enrolled in course(s) and receives whatever letter grade(s) he/she earns.

American Disabilities Act Statement:

Students with disabilities are encouraged to contact the Disability Services office for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Texas-Pan American to provide flexible and individualized accommodation to students with documented disabilities that may affect their ability to fully participate in course activities or to meet course requirements. To receive accommodation services, students must be registered with the Disability Services office (DS), University Center #108, 665-7005 or disabilityservices@utpa.edu.